(Clip voided check(s) here)

WAYLAND PUBLIC SCHOOLS

MEMO

To: School employees
From: Payroll Department
Re: Direct Deposit

Direct Deposit of your payroll check is available to you as an employee of Wayland Public Schools. Direct Deposit means that each payday your net pay is automatically deposited into your account(s). Your paycheck can be deposited into a checking and/or savings account. Direct Deposit can go to any bank or credit union in the country, which is a member of the Automated Clearing House.

NOTE: The first paycheck after a direct deposit is changed/initiated will be PRENOTED. This is a trial deposit to confirm the routing and account numbers are correct. During the prenote you will receive a negotiable check.

You will receive a copy of your paycheck, so that you will have a permanent record of your payroll transactions.

Please return this form *with a voided check or documentation from the bank document showing the routing and account numbers*, to the payroll department. Please complete a form for EACH deposit.

AUTHORIZATION AGREEMENT FOR PRE-AUTHORIZED CREDITS

I hereby authorize and request Wayland Public Schools to make payments of any amounts owing to me for payroll by initiating credit entries to my account indicated below in the bank named below, hereafter called the bank, and I authorize and request the bank to accept any credit entries initiated by Wayland Public Schools to such account and to credit the same to such account without responsibility for the correctness thereof:

Bank Name: _____ Amount to Checking account: $_____

Bank Address: _____ Amount to Savings account: $_____
City State

This is a: New/Additional _____ Change/Stop _____

It is understood that this agreement may be terminated by me at any time by written notification to Wayland Public Schools or the bank. Any such notification to Wayland Public Schools shall be effective only with respect to entries initiated by Wayland Public Schools after receipt of such notification and a reasonable opportunity to act on it. Any such notification to the bank shall be effective only with respect to entries credited to my account by the bank after receipt of such notification and a reasonable time to act on it.

Customer Name: _____
Please print

Date: _____ Signed: _____

To Be Completed by Wayland Public Schools Payroll

Company ID No: 046001341

Depositor Account number information:

TRANSIT ROUTING NUMBER	Transit/ABA Check digit	ACCOUNT NUMBER
⑆		

9/16/08